



City of Morgan Hill

City Council Staff Report

File #: 14-426, Agenda Date: 12/3/2014, Version: 1

CITY COUNCIL STAFF REPORT **MEETING DATE: DECEMBER 3, 2014**

PREPARED BY: Jeff Rosenberger, Information Services Manager/Administrative Services
APPROVED BY: City Manager

APPROVAL OF JOB DESCRIPTION FOR PROGRAMMER ANALYST AND ESTABLISHMENT OF RELATED SALARY RANGE

RECOMMENDATION(S):

Adopt resolution approving job description for the Programmer Analyst and establishing related monthly salary range of \$6,781 - \$8,912 for the position

COUNCIL PRIORITIES SUPPORTED:

Ongoing Priorities

Enhancing Public Safety

Annual Priorities

Improve Organizational Effectiveness & Transparency
Finance & Advocate for Infrastructure Improvements

NARRATIVE:

As approved by the City Council in the FY 14-15 Information Services operating budget, this Council action will create a Programmer Analyst position to provide software and project management support for developing and maintaining interfaces, reports, programs and databases. The Programmer Analyst will provide support for data analysis and the development of an information infrastructure to support open data and business intelligence initiatives of the City departments.

PRIOR CITY COUNCIL AND COMMISSION ACTIONS:

This staffing change and budget appropriation was reviewed and approved within the City's FY 14-15 Budget process.

FISCAL AND RESOURCE IMPACT:

This creates a 1.0 FTE Programmer Analyst with a monthly salary range of \$6,781 to \$8,912. The cost for this position is included in the FY14/15 budget.

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CEQA (California Environmental Quality Act):

Not a Project

LINKS/ATTACHMENTS:

Resolution

Outcome Based Job Description

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MORGAN HILL
APPROVING, AND AUTHORIZING THE CITY MANAGER ESTABLISH AN
OUTCOME BASED JOB DESCRIPTION FOR THE PROGRAMMER ANALYST
POSITION AND RELATED SALARY RANGE**

WHEREAS, the City of Morgan Hill, a municipal corporation and general law city duly organized and existing under and pursuant to the Constitution and laws of the State of California (“City”), is authorized to enter into contracts and agreements for the benefit of the City; and

WHEREAS, the reasons supporting establishment of an outcome based job description for the Programmer Analyst and related salary range are described in, and that is the subject of, this Resolution are set forth in detail in that certain City Council Staff Report entitled “Approval of Outcome Based Job Description for Programmer Analyst and Establishment of Related Salary Range” submitted for City Council consideration at its meeting of December 3, 2014, submitted to the City Council by the City Manager (the “Staff Report”), the contents of which Staff Report are incorporated herein by this reference; and

WHEREAS, the consideration by City Council of the adoption of this Resolution has been duly noticed pursuant to applicable laws and has been placed upon the City Council Meeting Agenda on the date set forth in the Staff Report, or to such date that the City Council may have continued or deferred consideration of this Resolution, and on such date the City Council conducted a duly noticed public meeting at which meeting the City Council provided members of the public an opportunity to comment and be heard and considered any and all testimony and other evidence provided in connection with the adoption of this Resolution; and

WHEREAS, the activities allowed under this Resolution do not constitute a project under the provisions of California Environmental Quality Act of 1970; and

WHEREAS, the City Council determines that adoption of this Resolution is in the public interest.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORGAN HILL DOES HEREBY FIND, DETERMINE, RESOLVE AND ORDER AS FOLLOWS:

Section 1. Recitals. The City Council does hereby find, determine and resolve that all of the foregoing recitals are true and correct.

Section 2. Approval and Authorization. The City Council does further resolve, order and/or direct as follows:

- a. That the Job Description for the Programmer Analyst be adopted substantially in the form attached hereto as Exhibit A; and

- b. That the City Manager is hereby delegated authority to and is authorized and directed to establish the salary range for the Programmer Analyst position as \$6,781 - \$8,912 per month.

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Morgan Hill at its meeting held on this 3rd day of December, 2014 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNCIL MEMBERS:
COUNCIL MEMBERS:
COUNCIL MEMBERS:
COUNCIL MEMBERS:

DATE: _____

Steve Tate, MAYOR

∞ CERTIFICATION ∞

I, Irma Torrez, City Clerk of the City of Morgan Hill, California, do hereby certify that the foregoing is a true and correct copy of Resolution No.XXXX , adopted by the City Council at the meeting held on December 3, 2014.

WITNESS MY HAND AND THE SEAL OF THE CITY OF MORGAN HILL.

DATE: _____

Irma Torrez, CITY CLERK



JOB DESCRIPTION

JOB TITLE: Programmer Analyst
DEPARTMENT: Administrative Services Department
REPORTS TO: Information Services Manager **DATE:** December, 2014
EMPLOYEE UNIT: Management & Confidential
FLSA EXEMPT: Yes

JOB SUMMARY: Under direction of the Information Services Manager, the Programmer Analyst assists in the leadership of the Information Services Division of the Administrative Services Department and other City departments for the management and support for City information including databases, reports, application implementation, data integration, application development in the building of an integrated City Information Service to be used internally by staff, externally by partners and residents, and on mobile platforms by both.

CLASS CHARACTERISTICS: A highly motivated and knowledgeable individual to design, develop, modify, debug, integrate, and evaluate business applications, programs, and databases. Produce deliverables related to the projects assigned, and assist in post implementation support and system enhancements. As appropriate, utilize available technologies to design code and build solutions to meet business and technical requirements.

This position requires strong technical and analytical skills, clear written and verbal communication skills, attention to detail and coding best practices and knowledge and experience in a variety of information and project management skills. Focused primarily on the Microsoft Information toolset of SQL server, SharePoint, Office, and the Dotnet programming environment; understanding and experience with current programming languages like python and javascript, Business Objects/Crystal Reports, HTML5, Service Oriented Architecture, and ESRI GIS concepts and data structures is highly desirable for building and maintaining this new information infrastructure.

Successful performance of work requires the ability to manage projects, information and applications with a team of co-workers and contractors to guarantee that City information infrastructure is developed, maintained and available at the highest possible level, while ensuring that day-to-day activities are performed safely and in conformance with generally accepted principles, standards, laws and regulations. This position is responsible for maintaining a high level of support for City Information Infrastructure through training, providing input into performance evaluations, and reviewing of work and support tasks and duties assigned to Information Services staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Information Services Manager, Assistant City Manager for Administrative Services, and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1) Leads the planning and implementation of high quality information services for City information stores and services.

- Ongoing analysis of existing applications and systems sustains and increases features and functions available to business units.
- Formulation of logical designs for new systems, procedures, and databases ensures integration with the existing information infrastructure and provides a foundation for future business needs.
- Coding, testing, documentation, and debugging of programs maintains high levels of functionality, availability and security for the information infrastructure.
- Leadership in the definition, development, and documentation of deliverables, and specifications on a project-by-project basis provides business units accurate and usable information in new and innovative ways.
- Collaborative leadership style with department project team members and consultants ensures current and future business needs are understood, anticipated, and met.
- Modification and configuration of applications/systems are specified in the requirements and/or technical design documents. Easily manageable and agile information infrastructure is sustained through ongoing effort in preparing and obtaining approval and system documentation.
- Client concerns and questions are anticipated and responded to through timely, professional, straight forward (non-technical) communications that help department business units in their decision making processes.
- Design, development, modification, configuration, debugging and evaluation of application programs for functional business areas ensure successful delivery of department services. Programs include reports, dashboards, interfaces, conversions, enhancements, forms, and workflows that align and streamline business processes with information technology resources.

2) Leads the planning and implementation of high quality information maintenance services for City information stores and services.

- Development and implementation of maintenance program goals, policies and staffing levels, recommend changes in development, maintenance and system standards and processes that advance the organization's priorities of maintaining an accurate, available data and information infrastructure.
- Recommends changes in development, maintenance and system standards and processes.
- Analysis of staff and application structures and utilization of innovative strategies to ensure that high levels of maintenance and information availability are achieved using efficient and cost effective strategies that maintain and reduce ongoing support costs.
- Thorough inspections of City information deficiencies and the development of efficient and agile operational processes and procedures for the continual improvements needed to meet the current and future generally accepted principles, standards, laws and regulations required by City and partner business requirements.
- Collaborative leadership style that fosters teamwork, encourages employee input and involvement in decision-making, and continues to enforce the business unit's process and data ownership.

- Sustains a highly available and flexible Information Infrastructure that supports business needs by providing support for production systems with timely solutions. Day-to-day tasks ensure systems are up and running. Response to ad-hoc questions and intra-departmental communications as appropriate provides process and service improvement. Support for bug fixes, patches, minor enhancements, and service requests keeps information infrastructure current with latest features and security improvements.

3) Participates in meeting City goals and outcomes.

- Current year information projects, programs, and activities are successfully completed within approved budget parameters to meet business unit work and budget outcomes.
- Innovative approaches to contain expenses are evaluated and implemented to make meeting City goals both efficient and effective.
- Performs other job-related responsibilities as evident or directed by Information Services Manager, Assistant City Manager of Administrative Services, or the City Manager.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Bachelor's Degree from an accredited college or university in computer science or related field; and,
2. Two (2) years of experience in business systems programming, database maintenance, and/or programming using software development tools.

Other Requirements:

1. Work extended hours as required.

Knowledge of:

1. Contemporary industry-standard computer programming languages notably dotnet, python, javascript for development of standalone and web based reports, dashboards and interfaces
2. Microsoft Relational Database Management Systems (RDBMS) development and maintenance
3. Use of SQL Triggers and Stored Procedures
4. Extract, Translate and Load (ETL) methods and implementation
5. Microsoft Office integration
6. Project Management
7. Client Server, browser and socket technology models
8. Standard structured programming and documentation methods and techniques
9. Practices and principles of customer service

Skilled in:

1. The Design and troubleshooting RDBMS MSSQL databases and data integrations with other City and partner databases and data sources.
2. Estimating costs; developing and implementing project budgets; carrying out work programs, and supervising and directing day-to-day information support operations.

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3. Reading plans and specifications and interpreting them to others.
 4. Preparing reports, documenting application and data changes, and maintaining records and training staff on new processes and procedures.
 5. Planning and scheduling work effectively.
 6. Establishing and maintaining effective work relationships with City staff and the general public.
 7. Evaluating operations for effectiveness and efficiency; recommend appropriate changes for improvement.
 8. Communicating effectively, orally and in writing.
 9. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Provide organizational leadership to all Department employees, volunteers, and partners.
2. Prepare, analyze, and make recommendations pertaining to information service delivery.
3. Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
4. Develop as necessary, interpret, and apply policies and procedures, laws and regulations.
5. Develop and maintain effective working relationships with those contacted in the course of work.
6. Manage, train, and evaluate the work of staff.
7. Exercise responsibility to work with limited direction; and complete assigned work and meet deadlines.

CORE VALUES COMMON TO ALL POSITIONS:

Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all employees.

Demonstrating by personal example the service excellence and integrity expected from all employees by representing the City in a professional manner within our organization, to the general public, and with other agencies.

Developing respectful and cooperative relationships with co-workers, including a willingness to assist newer employees.

Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Working collaboratively within the organization and community to advance the values of teamwork, innovation, customer service, professional development, and meeting challenges.



I, _____, have reviewed and discussed the City of Morgan Hill's
Employee Name (please print)
job description for **Programmer Analyst** with my supervisor. I understand the expectations and
desired outcomes as outlined with appointment to this position.

Employee Signature

Date

Supervisor/Department Head (please print)

Date

Initials

Human Resources Name (please print)

Date

Initials

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